

Wahpeton City Council
June 21, 2021
5:00 p.m.

Present: Lambrecht, Carlson, Goltz, Wateland, Dale, Bohn, Fobb, and Woods II

Absent: McNary

Also Present: Huwe, Hatting, Miranowski, Broadland, DeVries, Bakken, Rogahn, and O’Meara

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Capital Improvements Plan 2022-2026 – City Engineering Project Manager Rogahn reviewed some of the larger proposed projects included in the CIP 2022-2026. He commented this document provides a lot of value, acting as a sort of roadmap to staff. **Motion by Wateland, seconded by Lambrecht, to approve the Capital Improvements Plan 2022-2026 as presented. Motion carried with all voting ‘aye’.** Discussion was then held regarding how engineering firms are utilized for city projects to ensure efficiency. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held June 7, 2021

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

Financial Statements May 2021

Bill Pay Report May 2021 \$1,174,729.92 – see below

ND League of Cities Legislative Report 2021

Q1 2021 Lodging Tax Report

Rec Center Consultant Info

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Fobb, seconded by Bohn, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

400 Block Offer to Purchase – Huwe explained the City entered into a listing agreement with Property Resources Group to sell the 400 Block Property on June 4th, and the listing price was \$425,000. Realtor Justin Gustofson presented an offer then a subsequent counteroffer for \$400,000. Acceptance of this offer will allow the City to recoup the costs incurred for the Sheriff’s sale and to acquire Starion Bank’s position in the mortgage default. The offer was submitted by a limited liability company that intends to own and operate the property including marketing of vacant spaces and renovation of underutilized space. She requested a motion to accept the offer. **Motion by Wateland, seconded by Goltz, to approve accepting the offer from Three Limes LLC of \$400,000 to acquire the 400 Block Properties. Motion carried with a roll call vote of 7-0.** Huwe will provide a summary of the financial transactions once the closing has taken place.

Chahinkapa Zoo Renovation Project – request referral to Finance Cmt. – Huwe said Chahinkapa Zoo is one of the most recognized visitor destinations in Wahpeton, home to over 200 animals representing 70 species and 6 continents. There are over 30 unique exhibit and animal enclosures within the zoo. The Chahinkapa Zoo Board of Directors has requested an opportunity to partner with the City in renovating three of its most popular exhibits. She requested the Chahinkapa Zoo Renovation Project be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2022 Budget Update – Huwe stated the 2022 budget is a work in progress. Updated revenue projections of State formulary funding were provided today by the ND League of Cities. Individual department budget worksheets are due this week on Wednesday. There are several contracts for services with the County, School District, and service providers that require renewal in this budget cycle. Budgets will be referred to both committees for discussion July 12th and 13th.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – The Win Column – This issue highlighted the new Southern Valley Travel Center site which has been a nice addition to Wahpeton. It also expressed appreciation to those who donated to this year’s annual 4th of July fireworks display.

Former M&H Dakota Ave. Property – request referral to Finance Cmt. – Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Rec Center Ad-hoc Committee Updates – request referral to Finance and PW Cmts. – Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee and also to Public Works & Public Safety Committee.

DeVries then gave a reminder of the upcoming 4th of July events taking place in Wahpeton.

LIBRARY DIRECTOR

Library Report – Bakken reported the library has seen a large number of new patrons sign up for library cards in the past few weeks with the many saying they are new to the community. Today children did a DIY pet toy project which will be donated to the Richland Wilkin Humane Society. Patrons were reminded to refer to the online calendar for library events. Story times and lunchtime tales will run as normal. A movie will be shown on Friday afternoon. A Library Board meeting will be held Thursday at 4:00 pm. The library will be closed on Monday, July 5th in honor of the Independence Day holiday.

PUBLIC WORKS DIRECTOR

PW Report - Miranowski requested referral to Public Works Committee **of the Engineering Agreement with Interstate Engineering for Dakota Avenue Side Streets, Phase II.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Evergreen Ct. & 5th Ave. N. Ditch Alternatives – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Loan Application to the State Revolving Loan Fund for Loy Avenue and 12th Street North.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided an update on some operational items that the public works department is currently working on or have completed in the past two weeks. Discussion held.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Wateland said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on June 14th.

Southern Valley Economic Development Authority Joint Powers Agreement – motion to approve – Motion by Wateland, seconded by Goltz, to approve the proposed Amendments to the Southern Valley Economic Development Authority (SVEDA) Joint Powers Agreement with changes as discussed. Discussion held. Motion carried with all voting ‘aye’.

Central School Property Development Agreement – discussion

Primary Depository Services – discussion

NDIRF Property Survey & Recommendations – discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on June 15th.

Loy Ave. & 12th St. N. Proj. ST19-249 SRF Loan Forgiveness – motion to approve – Motion by Bohn, seconded by Carlson, to approve accepting the SRF Loan Forgiveness in the amount of \$566,000 for the Loy Avenue & 12th Street North Project ST19-249. Motion carried with a roll call vote of 7-0.

Jay Schnell Compost Agreement Renewal – motion to renew – Motion by Bohn, seconded by Carlson, to approve entering into an Agreement with Jay Schnell for Composting Leaves and Grass Clippings with the recommended updates. Motion carried with a roll call vote of 7-0.

South Side Fire Station Alley & Parking Lot Improvements – discussion

5G and Small Wireless Facilities Ordinance – discussion

Request for Drive-thru Lane at 530 11th St. N. – discussion

Pond Operations & Maintenance Manual Updates - discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates – discussion

Referrals – see PW Director Report

NEW BUSINESS

Mayor’s Minute Update – Dale provided a review of recent happenings in Wahpeton he has participated in which included attending the SVEDA meeting where updates and RFP requests were discussed, a call with M&H, lumber prices have been a topic for discussion at Westdale and in that area footing are in for 13 new homes with one home getting finished, and the State Water Commission concluded their 100-hour continuous pumping aquifer test with initial results looking favorable. It has been a 4 year process to get to this point. It has been diligent and certain steps have to be taken before expenditures are made but this was a huge step for the City.

May 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$241,853.15	\$34,892.95	\$276,746.10
201 WATER OPERATING FUND	\$74,921.35	\$45,254.53	\$120,175.88
202 SANITARY SEWER OPERATING FUND	\$62,426.17	\$27,987.55	\$90,413.72
203 WASTE REMOVAL OPERATING FUND	\$30,993.67	\$1,094.88	\$32,088.55
204 WASTE REDUCTION FUND	\$2,032.79		\$2,032.79
205 VECTOR CONTROL FUND	\$139.51	\$1,324.56	\$1,464.07
206 STREET LIGHTING	\$15,401.72		\$15,401.72
207 STORM WATER UTILITY	\$282.47		\$282.47
209 LIBRARY LEVY FUND	\$3,369.67	\$14,130.47	\$17,500.14
216 AIRPORT 4-MILL LEVY FUND	\$76,374.24	\$717.66	\$77,091.90
227 ANNUAL RESERVE WH FUND		-\$3,267.58	-\$3,267.58
229 CAPITAL IMPROVEMENTS FUND	\$40,032.51		\$40,032.51
233 REAL ESTATE LEVY FUND	\$638.67		\$638.67
234 SPECIAL STREET MAINT FUND	\$1,841.00		\$1,841.00
236 LEVEE MAINTENANCE	\$2,114.58	\$9,522.67	\$11,637.25
253 METER DEPOSITS TRUST FUND	\$176.31		\$176.31
271 ECONOMIC DEVEL DEPT FUND	\$1,221.65	\$11,500.18	\$12,721.83
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$10,000.00		\$10,000.00
319 LODGING TAX FUND	\$1,090.99		\$1,090.99
320 SALES TAX OPERATING FUND	\$31,193.83		\$31,193.83
321 SALES TAX RESERVE FUND	\$1,600.00		\$1,600.00
323 SALES TAX DEVELOPERS AGMNT RES	\$390.71		\$390.71
326 REVOLVING LOAN FUND	\$416.67		\$416.67
365 PD SPEC EQUIP SINKING FUND	\$5,398.24		\$5,398.24
390 CLUBHOUSE MAINTENANCE	\$63.75		\$63.75
393 1% RESTAURANT TAX FUND	\$18,357.29		\$18,357.29
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
460 R/I #11415 SERIES 2015	\$48,552.50		\$48,552.50
665 E. SAN. SEWER PH B SS18-243	\$349,262.69		\$349,262.69
668 JR FIELD PARKING LIT & HUGHES DR	\$516.78		\$516.78
675 WELL FIELD RECLO PROJ W19-251	\$160.00		\$160.00
677 CENTRAL SCHOOL SITE ST20-256	\$454.14		\$454.14
678 WOODLAND DR MILL & OLAY ST20-257	\$40.00		\$40.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$1,100.00		\$1,100.00
682 PRAIRIE FLATS 1ST ST21-261	\$3,620.00		\$3,620.00
TOTAL	\$1,031,572.05	\$143,157.87	\$1,174,729.92

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee June 28th, 5:00 PM
- b. Public Works Committee June 29th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:42 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant